



Douglas College Student Award for Educational Excellence Volunteer Organization Reference Form

You have received this form, at the request of the student nominee, so that you may provide the selection committee with information about the nominee’s volunteer experience.

The Douglas College **Student Award for Educational Excellence** is granted to a student who has demonstrated an ability to succeed academically while, at the same time, contributing to the internal and/or external communities served by Douglas College. The award is recognition of the best Douglas College has to offer the world - an individual who has strived for excellence in learning and is passionate about the community.

Award Criteria for Volunteer Contributions

Evidence of influencing and/or making an impact on Internal/External Communities. Volunteer activities that the nominee has engaged has not been for course credit or for pay.

Evidence that the nominee has made important contributions as a volunteer in your organization.

- The nominee must sign the form and complete the contact information section before submitting the form to the volunteer supervisor or organization administrator.
- This form must be signed by the nominee’s volunteer supervisor or organization’s administrator.
- Volunteer Supervisor or organization administrator must complete both sides of the form.
- Please feel free to attach additional pages if needed to describe how the nominee has impacted your organization.
- Please provide the form directly to the nominee in a sealed envelope with your signature across the seal.

Nominee’s Name: _____

Nominee’s contact information: _____

By signing this document I give permission for my volunteer supervisor to provide the Education Excellence Selection Committee with information about my conduct, personal attributes and participation in volunteer and related activities.

I also give permission for members of the Selection Committee to contact my volunteer supervisor to clarify or confirm activities as needed.

Signature: _____

Name of Volunteer Organization: _____

Organization Address: _____

Organization Phone: _____

Volunteer Supervisor Name: _____ Title: _____

****PLEASE RETURN THIS COMPLETED FORM TO THE NOMINEE**

BY _____ (Nominee to complete the date required)**

Please indicate the dates of volunteer activities and include the approximate hours per week and weeks per year. Include the start and end dates of the volunteer activities.

Please describe the nominee's volunteer duties within your organization.

Based on your direct experience with the nominee, explain how the nominee met or exceeded your volunteer program's expectations for volunteers (i.e. reliability, punctuality, initiative, abilities and commitment as a volunteer, etc.). Please provide examples that illustrate the above.

Please comment on any other relevant information about the nominee that relates to the Douglas College Student Award for Educational Excellence criteria as outlined on the first page of this form.

Volunteer Supervisor's Full Name (please print)

Signature

Date

Please sign the form and seal it in an envelope. Please sign again across the seal.

The nominee may retrieve the form directly from you in the sealed and signed envelope.